



Iowa Department of Revenue

Director: Mark R. Schuling
Hoover State Office Building
Des Moines, Iowa 50319
www.state.ia.us/tax

**Business eFile Number enclosed.
Keep with your records.**

Your Business eFile & Pay Number (BEN) is:

Your BEN is printed here.

Your Iowa Sales Tax (or Retailer's Use Tax) Permit Number is:

Your Sales or Retailer's Use Permit Number is printed here.

eFile & Pay your Iowa taxes electronically

The eFile & Pay system is a paperless method of filing your Iowa tax deposits and returns. You also have the option to pay electronically. Your BEN and permit number are required to gain access to the eFile & Pay system.

Where do I begin?

First, decide the method you will use to file your deposits/returns – online or by touch-tone telephone. Second, choose how you will remit your payment. The deposit/return must always be filed first through eFile & Pay.

4 Payment Options

- **ePay** (direct debit): Your bank may need the IDR ePay Bank Filter (Company-ID): 1421590141.
- **ACH Credit** (through your financial institution)
- **Credit Card** (information provided while filing)
- **Mail a Check** (using payment voucher mailed by the department)

Does someone else file your returns?

Please share this information with that person.

Registered for multiple Iowa tax types?

The same BEN, User ID, and Password are used for all tax types. The person who files through eFile & Pay first is responsible for setting up additional users.

Do you currently use the existing EFT Debit or Credit option?

ACH Credit remains a payment option. Access to ACH Debit has changed. You need to file returns and set up direct ACH debit payments in eFile & Pay.

ACCESS

eFile & Pay Web site: www.state.ia.us/tax

eFile & Pay telephone number: 1-800-514-8296

The following instructions apply to both filing methods: Internet and telephone.

Before you access the **Business eFile & Pay** system from our Internet site or by telephone, you will need the following:

1. Your Business eFile Number (BEN) on the first page of this letter.
2. Your Iowa permit number on the first page of this letter, or another valid Iowa permit number.
3. The information for the tax period you are filing.

To enter the system each time, you must first enter your 8-digit BEN. Below is the screen you will see if filing by computer. When you click CONTINUE the very first time you enter the system, you will be asked to fill out "Your Profile."

Welcome >

All error and informational messages will display at the top of the screen, below the title.

Welcome to the Iowa Department of Revenue's eFile & Pay System!

Enter your eFile Number, select a tax category, then press CONTINUE.

Wish to make an ePayment for Individual Income or Corporation Income Taxes? Not enrolled? [Click here.](#)

Login

Business eFile Number: (8 digit number)

☒ Business Taxes (Withholding, Sales, Use, LPG Fuel)

☐ Individual Income/Corporation Income ePayments

CONTINUE

Complete "Your Profile" on your first visit. The system will automatically assign you a 4-digit User ID number the first time you enter. If more than one person in your business will be using the system, the first person in your business to access the system will be given number 0001 and automatically becomes the administrator. The administrator determines who in your business is allowed to access the system and what user rights they have. This person will also reset other user's access if a lockout occurs. If the administrator's account (0001) is locked, he or she must contact the Iowa Department of Revenue to be reset. Additional users may be given access by the administrator. The mechanism the administrator must use to add other users can only be accessed on the Internet.

Your Profile >

The assigned User ID and the Password you create must be retained for future access. Please complete all fields. Then press CONTINUE.

Create a user profile

User ID: **0001** (Be sure to write this down for future access to the system)

Your Full Name:

Permit Number: (Example of sales/use tax permit entry: 177123456)
(Example of withholding tax permit entry: 421111111001)

Tax Type associated with Permit Number above:

Create a Web Password: Password must be 8 alpha-numeric characters and must contain at least 1 number.

Help and FAQ screens are available on each screen while filing.

Use the DEMO feature to practice before you actually file or make a payment.

Service providers / bulk filers: Bulk filers must complete the "Application to Become a Bulk Filer." You need a BEN and permit number to access eFile & Pay. If you already have a BEN and permit number, you will use that BEN to file and pay on your client's behalf. Any service provider who does not have an active permit will be issued a permit number strictly for purposes of initial logon. Once the application is processed, new choices for filing for your clients will show on the "Main Menu" screen in eFile & Pay.

ADDITIONAL QUESTIONS?

On Using eFile & Pay:

idrefile@iowa.gov
515-281-8453 or 1-866-50-e-file (1-866-503-3453)

On Iowa Tax Law:

idr@iowa.gov
515-281-3114 or 1-800-367-3388